

**LIVE SCAN SERVICE REQUEST** (*Company Officers, Directors, and Others*)

Form LIC-051-CIU (Rev. 4/2004)

**Attention – Live Scan Service Providers, Company Officers, Directors, and Others**

- ▶ The California Department of Justice (DOJ) and Federal Bureau of Investigation's (FBI) processing fees are to be paid by the license applicant or the officer's/director's company. Be prepared to pay fees at the time your fingerprints are taken at the live scan service provider site or submitted to Identix Identification Services (IIS).
- ▶ Please prepare three copies of this form and distribute as follows:
  - 1) **FIRST COPY (ORIGINAL)** to the Live Scan Provider;
  - 2) **SECOND COPY** to Requesting Agency;
  - 3) **THIRD COPY** to the person being fingerprinted.

<b>PART 1</b>		<b>PERSONAL INFORMATION</b> <i>Please type information below</i>	
APPLICANT NAME (LAST, FIRST, and MIDDLE)			
FORMER NAME/AKA's (LAST, FIRST)			
DATE OF BIRTH (MM/DD/YYYY)	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	HEIGHT	WEIGHT
EYE COLOR	HAIR COLOR	PLACE OF BIRTH	
SOCIAL SECURITY NUMBER	DRIVER'S LICENSE NUMBER		
RESIDENCE ADDRESS (STREET/P.O. BOX, CITY, STATE, ZIP CODE)			

**DEPARTMENT AND LIVE SCAN VENDOR ONLY**

<b>PART 2</b>		<b>To be prepared by CONTRIBUTING AGENCY</b>	
AGENCY ORI NUMBER  A0042	AGENCY ADDRESS  California Department of Insurance, Licensing Background Bureau 300 Capitol Mall, Ste. 1600, Sacramento, CA 95814		
APPLICATION TYPE (e.g. type of search)  90,000	OCA NUMBER:  2,000		
LEVEL OF SERVICE: California Department of Justice and Federal Bureau of Investigation			
<b>PART 3</b>		<b>To be prepared by LIVE SCAN VENDOR</b>	
OPERATOR NAME	DATE COMPLETED	TRANSMITTING AGENCY	
AMOUNT COLLECTED (FOR ROLLING FEE)	AMOUNT COLLECTED (FOR DOJ/FBI PROCESSING)	ATI NUMBER	
<b>PART 4</b>		<b>To be prepared by LIVE SCAN VENDOR FOR FINGERPRINT RESUBMISSION</b>	
ORIGINAL ATI NUMBER	LEVEL OF SERVICE REQUESTED FOR SUBMISSION  <input type="checkbox"/> California Department of Justice <input type="checkbox"/> Federal Bureau of Investigation		

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## INSTRUCTIONS FOR INSURANCE COMPANY OFFICERS AND DIRECTORS

### ***SUBMISSION OF FINGERPRINTS BY NON-CALIFORNIA RESIDENTS***

**STEP 1: Insurer/Company Fingerprint Requirement:** All company officers, directors, key managerial personnel, and individuals with a 10 percent or more beneficial ownership in the applicant, and applicant's controlling parent will need to be fingerprinted. Fingerprints must be taken by either a live scan vendor or by a local law enforcement agency on a fingerprint card that is to be sent to Identix Identification Services.

**STEP2: Completion of Live Scan Form:** The following information must be entered in Part 1 of the form: *Your printed name and former names (if any); Date of birth, gender, height, weight, eye color, hair color, place of birth, social security number (SSN), driver's license number, and residence address.* The electronic fingerprint service provider will complete Part 3 and, if necessary, Part 4 of this form.

**STEP 3: Mail Fingerprint Card, Live Scan Form & Fees Directly to Identix: Complete the Live Scan form and make three copies. Distribute the copies as follows:**

**Original Copy:** Mail original copy of the completed Live Scan form along with your fingerprint card submission and check for \$76 made payable to IIS to the following address:

Identix Identification Services  
Attn: Licensing Live Scan  
1650 Wabash Ave, Suite D  
Springfield, IL 62704.

**Second Copy:** Mail a second copy of the completed Live Scan form to the California Department of Insurance at the following address:

California Department of Insurance  
Licensing Background Bureau  
300 Capitol Mall, Suite 1600  
Sacramento, CA 95814

**Third Copy:** Maintain the third copy for your records.

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### ***SUBMISSION OF FINGERPRINTS BY CALIFORNIA RESIDENTS***

**STEP 1: Insurer/Company Fingerprint Requirement:** All company officers, directors, key managerial personnel, and individuals with a 10 percent or more beneficial ownership in the applicant, and applicant's controlling parent will need to be fingerprinted. Fingerprints must be taken at either a live scan vendor or by a local law enforcement agency on a fingerprint card that is to be sent to Identix Identification Services.

**STEP 2: Completion of Live Scan Form:** The following information must be entered in Part 1 of the form by the applicant: *Your printed name and former names (if any); Date of birth, gender, height, weight, eye color, hair color, place of birth, social security number (SSN), driver's license number, and residence address.* The electronic fingerprint service provider will complete Part 3 and, if necessary, Part 4 of this form.

**STEP 3: Fingerprint Services:** Contact Identix Identification Services (IIS) for an appointment. IIS provides live scan fingerprint services at 24 locations throughout California. You may call 1-800-315-4507 Monday through Friday from 8:00 a.m. to 5:00 p.m. to schedule an appointment.

**STEP 4: Fees:** The following fees must be paid by the applicant:

**Processing Fee:** A fee will be collected by the live scan provider for the processing of your fingerprints by the California Department of Justice and the Federal Bureau of Investigation.

**Service Fee:** A separate fee will be charged for the service of taking the electronic fingerprints by the live scan provider. That fee may vary depending on the live scan provider you choose.

**STEP 5: Submission of Fingerprint Form:** Make three copies of the form. Please take the **original** completed Live Scan form to the live scan provider for processing. The **second copy** is to be mailed to the California Department of Insurance, Licensing Background Bureau, 300 Capitol Mall, Suite 1600, Sacramento, CA 95814. The **third copy** is to be maintained for your records.